

CHIEF LEGAL COUNSEL– ILLINOIS WORKERS' COMPENSATION COMMISSION

Contact Person: Kelly Culpepper, HR Manager

Submittal of Resume: This position does not require a qualifying grade from the Illinois Dept. of Central Management Services (DCMS). Send resume and cover letter via email to kelly.culpepper@illinois.gov

Posting period: 10 days

Location of job: James R. Thompson Center, Chicago, IL

Salary Range: \$4,295-\$9,000 per month depending on experience

SUMMARY OF POSITION

This position functions as the Chief Legal Counsel and policy formulating manager for the Illinois Workers' Compensation Commission. Plans, directs and coordinates the activities of the Illinois Workers' Compensation Commission's Legal Counsel Division. Formulates, develops and interprets law for the Commission statewide. Represents Chairman and Commission staff at various legal proceedings. Drafts legislation and rules for presentation to the Joint Committee on Administrative Rules.

- Plans, directs, and coordinates the activities of the Illinois Workers' Compensation Commission's Legal Counsel Division. Formulates, develops and interprets legal decisions and provides confidential and critical legal advice and guidance to the Chairperson and Commission. Supervises and performs legal research on complex legal issues affecting the Commission and renders advice to Chairman, Commissioners and management regarding statutes, court decisions, rules regulations, policies, and procedures and answers legal questions from legislators, attorneys, and other interested parties. Provides technical opinions on legal, statutory and administrative issues affecting the Commission. Assists the Chairperson regarding necessary legal actions to implement programs of the Commission. Is responsible for litigation management and works with counsel from the Office of the Attorney General, and outside counsel when necessary, to represent the Commission in civil litigation in state and federal courts and in administrative hearings.
- Conducts research, interviews employees and witnesses and handles other details in preparation for EEOC and Department of Human Rights hearings. Develops strategy, arguments and testimony in preparation for presentation of case. Represents the Illinois Workers' Compensation Commission before quasi-judicial or administrative agencies of government. Interprets laws, rulings and regulations for the Chairperson and Commission. Reviews all Freedom of Information requests and acts as the agency's ethics officer.
- Performs reviews, including legal analysis, of Self-Insurance files and issues. Upon authority bestowed by the Chairperson, assigns final approval to files. Provides legal opinion to the Offices of Self-Insurance and Insurance Compliance
- Works directly with individual Commissioners of the Illinois Workers' Compensation Commission by advising them of case law or legislation. Works with the Chairperson or independently regarding changes of rules or policy regarding arbitration of cases or their review. Directly drafts or supervises the drafting of legislation and drafting of rules for presentation to the Joint Committee on Administrative Rules.
- Performs other duties as required or assigned.

SPECIAL SKILLS AND LICENSURE REQUIRED

Must be a licensed attorney in the state of Illinois with workers' compensation experience and management experience required. Requires thorough knowledge of Illinois Workers' Compensation Commission policies, rules and regulations. Requires thorough knowledge of the Illinois Workers' Compensation and Occupational Diseases Act. Requires 4 years of progressively responsible administrative experience. Requires ability to read, analyze and interpret legal documents. Requires ability to define problems, collect data, establish facts and draw valid conclusions. Requires ability to travel as needed.